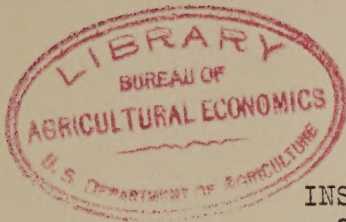


UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D.C.

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N76A
SEP 1 1938



Issued August 1, 1938

INSTRUCTIONS TO AGRICULTURAL CONSERVATION ASSOCIATION
SECRETARIES FOR THE PREPARATION AND SUBMITTING OF
NER-OFFICE FORM 67

Northeast Region

Effective August 1, 1938

The secretary of the association shall prepare NER-Office Form 67 in triplicate for each monthly statement of administrative expenses (Forms ACP-9-10) which lists any claim representing an expense item other than regular Agricultural Conservation Program expenses. The original and one copy of the form shall be forwarded with the monthly expense account to the State Office. The State Office will retain the carbon copy of the form to be kept in the State Office files. The remaining copy of the form shall be retained in the association files.

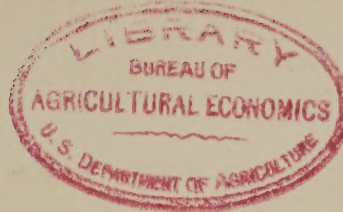
NER-Office Form 67 shall be prepared as indicated on the form. The entries for "Agricultural Conservation" will include all regular Agricultural Conservation expenses with the exception of expenses incurred in connection with the furnishing of materials such as triple superphosphate, lime, etc. These latter expenses will be entered opposite "Materials", as indicated on the form.

The secretary shall determine as accurately as possible the total amount of expenses by programs for the month in question and enter the determined amounts in the correct columns. The total amount of expenses by programs as entered on NER-Office Form 67 must equal the total amount of the claims submitted on the Forms ACP-9-10 covered by the NER-Office Form 67.

When NER-Office Form 67 has been completed, the original copy shall be dated and signed by both the president and secretary of the association.

The preparation and forwarding with the account of NER-Office Form 67 when required is most important since an account requiring the preparation of the form may not be approved for payment prior to the receipt of the form.

A. W. Manchester
A. W. Manchester,
Director, Northeast Division.



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SEP 1 1938

NER-Adm 112

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

Issued August 1, 1938

PROCEDURE FOR SUBMITTING CLAIMS FOR EXPENSES
INCURRED IN CONNECTION WITH THE
CROP INSURANCE PROGRAM

NORTHEAST REGION

Effective August 1, 1938

I - GENERAL INSTRUCTIONS

All expenses for personal services which have been incurred by the regularly appointed Federal Crop Insurance Corporation representative within the county and which have been incurred in connection with the Crop Insurance Program shall be paid by the County Agricultural Conservation Association, together with any minor claims which may have been incurred in connection therewith.

An individual who performs personal services in connection with the Crop Insurance Program shall submit ECR-NER-Office Form 11, prepared in the same manner as for any other type of services. When personal services for the Crop Insurance Corporation are performed in conjunction with other personal services performed for the association, the individual, where possible, should show the amount of time required for each.

II - ESTIMATED EXPENSES AND ACTUAL CLAIMS

Any estimated expense to be incurred in connection with the Crop Insurance Program shall be entered on Form ACP-7 in the same manner as any other estimated expense. Such entries shall be identified as Crop Insurance items.

All claims against the association, either for personal services or miscellaneous expenses which represent Federal Crop Insurance Corporation expenses and have been approved by the president and secretary of the association shall be entered on Forms ACP-9-10 in the same manner as any other approved claims.

Where it is possible the association shall identify the claim as a Federal Crop Insurance Corporation expense.

The treasurer of the association shall secure receipts on Form ACP-11 or 12 for all expenditures for Crop Insurance claims in the same manner as for any other claims.

All estimated expenses, claims and corresponding expenditures for the Crop Insurance Program shall be accounted for on Form ACP-8 in the same manner as any other item of expense estimated or incurred by the association.

III - NER-OFFICE FORM 67

The secretary of the association shall prepare NER-Office Form 67 in triplicate for each monthly statement of administrative expenses (Forms ACP-9-10). The original and one copy of the form shall be forwarded with the monthly expense account to the State Office. The State Office will retain the carbon copy of the form to be kept in the State Office files. The remaining copy of the form shall be retained in the association files.

NER-Office Form 67 shall be prepared as indicated on the form. The secretary shall determine as accurately as possible the total amount of expenses by programs for the month in question and enter the determined amounts in the columns indicated on the form. The total amount of expenses by programs as entered on NER-Office Form 67 must equal the total amount of the claims submitted on the Forms ACP-9-10 covered by the NER-Office Form 67.

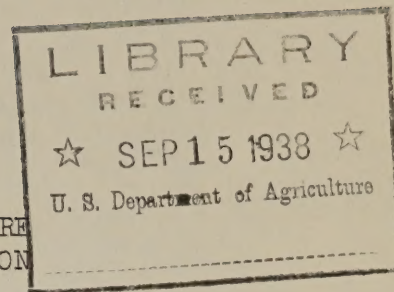
When NER-Office Form 67 has been completed, the original copy shall be dated and signed by both the president and secretary of the association.

A. W. Manchester

A. W. Manchester
Director, Northeast Division.

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NER-Adm 112
Supplement No. 1

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.



Issued August 25, 1938

PROCEDURE FOR SUBMITTING CLAIMS FOR EXPENSES
INCURRED IN CONNECTION WITH THE
CROP INSURANCE PROGRAM

Northeast Region

Effective August 25, 1938.

NER-Adm-112, Section III, Paragraph 2, is hereby amended to read:

"NER-Office Form 67 shall be prepared as indicated on the form. The secretary shall enter in the space provided the total amount of expense incurred by the association in connection with the Crop Insurance Program. This entry must agree with the total reported expenses for the month covered as stated on the related Forms FCI-21, "Semi-Monthly Expense Report of County Insurance Supervisor".

Geo. R. Ware

George R. Ware,
Acting Director, Northeast Division.

